



## CITY OF ATLANTA

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Mayor

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DEPARTMENT OF PROCUREMENT  
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### ATTENTION INTERESTED PROPERTY OWNERS:

Your firm is hereby invited to submit to the City of Atlanta, Department of Procurement ("DOP"), a proposal for **FC-6017, Sustainable Home Initiative in the New Economy (S.H.I.N.E.) Multifamily Energy Efficiency Rebate Offer**. The City of Atlanta (the "City") seeks to enter into contract(s) with multifamily Property Owner(s) hereinafter referred to as Proponent(s) to provide rebates to multifamily Property Owners (apartments and condominiums) who undertake deep energy efficiency retrofit activities on their properties. Deep energy efficiency retrofits involve a reduction in the energy use of at least 20% across units included in the proposal and include but are not limited to items such as a comprehensive energy assessment, insulation, air sealing measures, duct sealing, installing high efficiency HVAC and water heater appliances, etc. Properties must be located within the City of Atlanta. Properties that are intended to be completed in phases will have each phase evaluated as a separate project and a single Property Owner may submit one property consisting of multiple units per proposal.

A **Pre-proposal Conference** will be held on **Monday, July 9, 2012, at 10:00 a.m.**, in the DOP's Bid Conference Room at 55 Trinity Avenue, Atlanta, GA 30303. The purpose of the Pre-bid Conference is to provide Proponents with detailed information regarding the project and to address questions and concerns. There will be representatives from the Office of Sustainability, Office of Risk Management, and the Office of Contract Compliance available at the conference to discuss this project and to answer any questions. Proponents are urged to attend the Pre-proposals Conference.

The last date to submit questions is Thursday, July 12, 2012, at 3:00 p.m. EST. Questions will be responded to in the form of an Addendum.

Your response to this Request for Proposals will be received by designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303, **no later than 1:59 p.m., Friday, July 20, 2012.**

**\*\*ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 1:59 P.M.\*\***

Proponents' names will be publicly read at 2:00 p. m. on the respective due date in Suite 1900, 1<sup>st</sup> Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303.

## **Request for Proposals**

### **FC-6017, Sustainable Home Initiative in the New Economy (SHINE) Multifamily Energy Efficiency Rebate Offer**

**June 26, 2012**

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To download an electronic copy of the solicitation, please go to <http://www.atlantaga.gov/index.aspx?page=482> and click on the Solicitation link FC-6017.

**The RFP is being made available by electronic means. If accepted by such means, then the Proponent acknowledges and accepts full responsibility to insure that no changes are made to the RFP. In the event of conflict between version of the RFP in the Proponent's possession and the version maintained by the DOP, the version maintained by the DOP shall govern.**

**You are required to email your business name, contact person, address, phone number, fax number, email address, and project number to Mr. Wendell A. M. Bryant, Contracting Officer, at [wambryant@atlantaga.gov](mailto:wambryant@atlantaga.gov), to be placed on the Plan Holders List. Failure to do so will prevent you from receiving any addenda that are issued and may deem you non-responsive.** The bid document may be obtained from the Department of Procurement, Plan Room, City Hall South, Suite 1900, 55 Trinity Avenue, S.W., Atlanta, Georgia, 30303, at a cost of \$50.00 per package. Payment for the documents represents production costs; therefore, payment is non-refundable.

If you have any questions regarding this project, please contact Mr. Wendell A. M. Bryant, Contracting Officer, at (404) 330-6127, or by e-mail at [wambryant@atlantaga.gov](mailto:wambryant@atlantaga.gov). Any questions regarding the procedure for purchasing a copy of the document or obtaining a copy of the plan holder's list should be directed to the Plan Room at (404) 330-6069.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all bids when it is for good cause and in the best interest of the City.

Thank you for your interest in doing business with the City.